



Australian Government

Assessment Requirements for AURFA007 Develop and document specifications and procedures

Release: 1

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Modification History

Release	Comment
Release 1	New unit of competency.

Performance Evidence

Before competency can be determined, individuals must demonstrate they can perform the following according to the standards defined in this unit's elements, performance criteria and foundation skills:

- develop and document the technical specifications and procedures of an automotive repair or manufacturing process that would take more than thirty minutes to complete, including:
 - safety requirements of the process
 - steps involved in undertaking the process, including:
 - use of any tools, equipment and materials
 - explanatory graphics
 - specifications explaining the requirements that a product or assembly must meet or exceed
 - bibliography of sources of information.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- types and application of technical documents, including:
 - technical background reports
 - technical guides
 - technical specifications, including:
 - open specifications
 - closed specifications
 - methods of describing limits, including tolerances, clearances and wear
 - technical and standard operating procedures, including:
 - safe operating procedures

- dismantle and assembly procedures
- literature reviews
- technical document writing techniques, including:
 - confirming document scope
 - understanding the audience
 - developing a plan
 - collecting information, including:
 - using primary and secondary sources
 - acknowledging sources
 - methods of organising information to meet document requirements, including:
 - linear or chronological
 - parts of an object graphics
 - simple to complex
 - specific to general
 - general to specific
 - writing first drafts, including:
 - using style guides
 - using graphics
 - revising and editing drafts
- workplace policies relating to publishing documents with company intellectual property content.

Assessment Conditions

Assessors must satisfy NVR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessment must include direct observation of tasks.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to the specifications and procedures that they have developed, e.g. procedural documents relevant to their workplace.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- automotive repair workplace or simulated workplace
- situations requiring research and documentation of technical specifications and procedures
- range of reference materials relevant to technical research activities and vehicle specifications and procedures.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b4278d82-d487-4070-a8c4-78045ec695b1>

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